FTA

TEAM

REPORTING INSTRUCTIONS

FTA REGION 10
OFFICE OF PROGRAM MANAGEMENT AND OVERSIGHT

October 2012

Federal Transit Administration
United States Department of Transportation
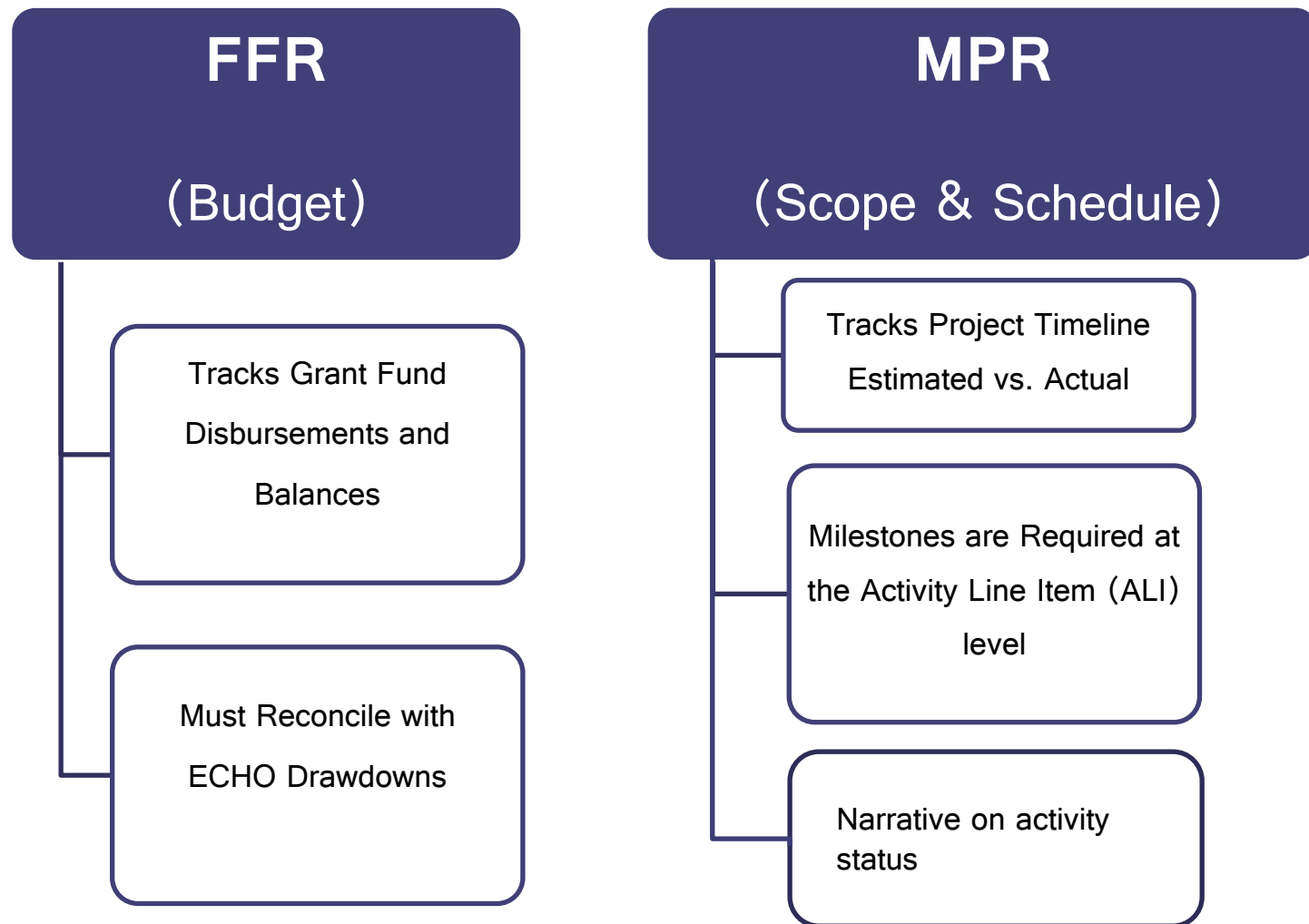**TEAM**

U.S. Department of Transportation
Federal Transit Administration

Reporting Requirement

- Per <u>FTA Circular 5010.1D, Chapter III</u>, FTA grantees are required to submit periodic reports in the FTA's **Transportation Electronic Award Management (TEAM)** system for each active/executed grant.

- A periodic report in TEAM consists of <u>two parts</u>:

    1. **Federal Financial Report (FFR)**
    2. **Milestone/Progress Report (MPR)**

Tracking Scope, Schedule, Budget in TEAM

FFR

（Budget）

- Tracks Grant Fund Disbursements and Balances

- Must Reconcile with ECHO Drawdowns

MPR

（Scope & Schedule）

- Tracks Project Timeline Estimated vs. Actual

- Milestones are Required at the Activity Line Item （ALI） level

- Narrative on activity status

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Reporting Frequency Types

- Monthly

- Quarterly

- Annually

- Other (at FTA request)

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Federal Fiscal Periods

Federal Fiscal Year:

- Oct 1 – Sep 30

Federal Fiscal Quarters:

- 1st Quarter: Oct 1 – Dec 31

- 2nd Quarter: Jan 1 – Mar 31

- 3rd Quarter: Apr 1 – Jun 30

- 4th Quarter: Jul 31 – Sep 30

Reporting Frequencies

IF

A grantee is located in an area that has **over 200,000** in population

THEN

The grantee must submit FFR and MPR **Quarterly**
for all active, executed grants
within 30 days after end of the Federal Fiscal Quarter

Quarterly Report Due Dates:
- **1st Quarter: Oct 1 – Dec 31; reports due Jan 30**
- **2nd Quarter: Jan 1 – Mar 31; reports due Apr 30**
- **3rd Quarter: Apr 1 – Jun 30; reports due Jul 30**
- **4th Quarter: Jul 31 – Sep 30; reports due Oct 30**

Reporting Frequencies

IF

A grantee is located in an area that has **under 200,000** in population

THEN

The grantee must submit FFR and MPR **Annually**, Within 30 days after end of the Federal Fiscal Year

EXCEPT

Any Section 5309 grant that includes construction of a facility and all ARRA grants are required to have FFR and MPR submitted **Quarterly**.

Reporting Frequencies

IF

The grantee is a State Department of
Transportation (DOT)

THEN

FFR and MPR must be submitted **Annually**,
within 30 days after end of the Federal Fiscal Year
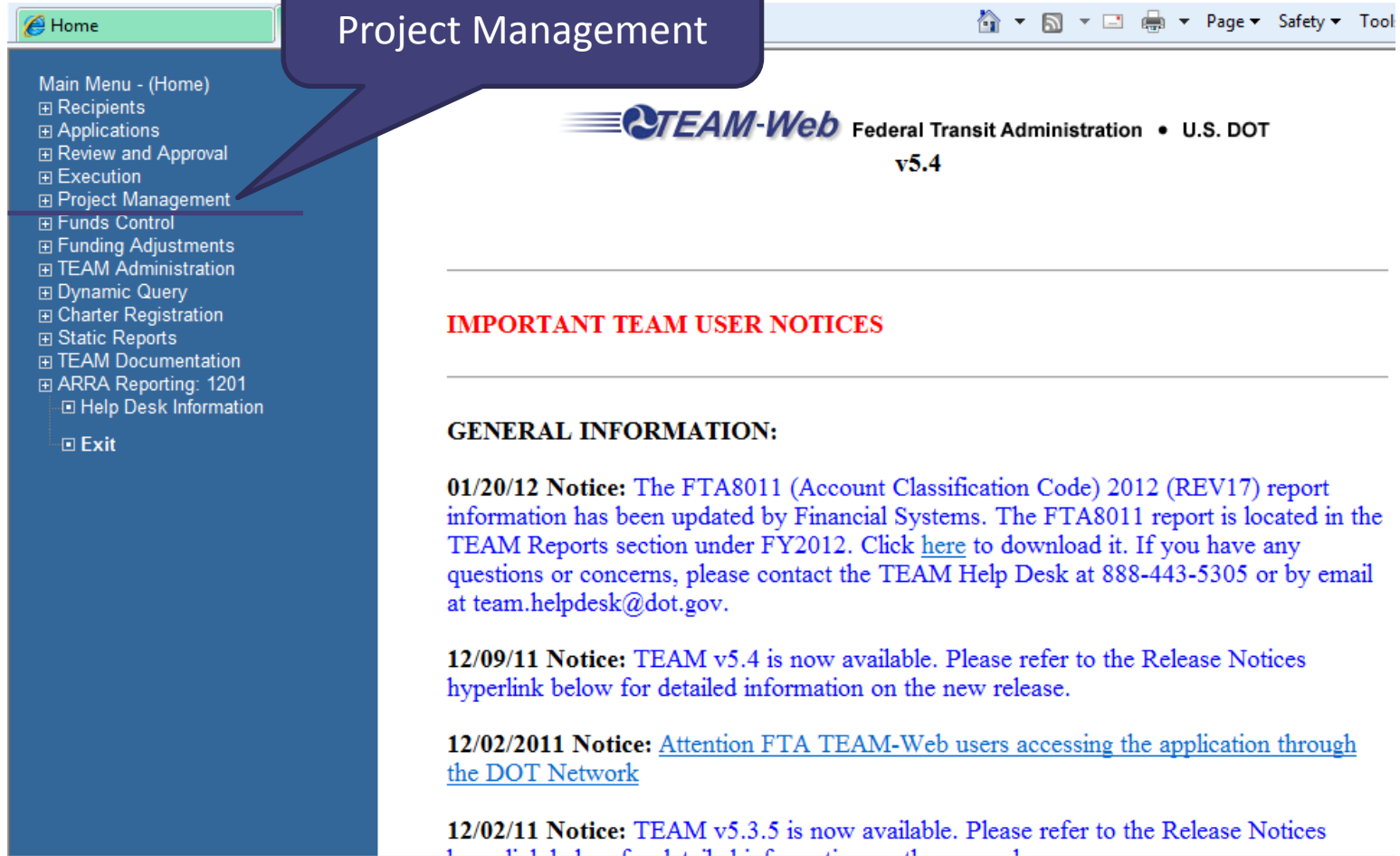
EXCEPT

All ARRA grants are required to have
FFR and MPR submitted **Quarterly**.

Getting Started

Getting Started

Getting Started

Tools – "Project Management" Tab

TEAM-Web (Production Database)

Main Menu - (Home)
- Recipients
  - View/Modify Recipient
- Applications
  - Create New Project
  - Copy Project
  - Assign Project Number
  - Application Reviewer
  - Submit Application
  - Create Amendment
  - View/Print
  - Modify Application
- Review and Approval
- Execution
- Project Management
  - Federal Financial Report
  - Milestones/Progress
  - Revise Project Budget
  - Project Funds/Status
  - New CloseOut Process
  - Project Info
- Funds Control
- Funding Adjustments
- TEAM Administration
- Dynamic Query
- Charter Registration
- Static Reports
- TEAM Documentation

38 record(s) retrieved. Project to select: ME-16-X035-00

Federal Financial Report

The Grantee can view and enter financial Information for a Grant

Milestone /Progress

The Grantee can enter Scope and Schedules status updates and provide info regarding Impacts from Delay; Change Order & Claims, etc.

Project Fund /Status

Grantees can view Federal Fund Authorization and Disbursements (tied to ECHO draws)

Grant Management Tools

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Project Funds/Status – Summary Tab

- Project Funds/Status Screen is View Only
- Summary Tab Displays General Grant Information

Project Fund/Status – Project Funding Tab

Information displayed in the "Project Funding" tab is View Only.

Click on the drop down arrow to view the data in two different formats:
- Account Class Code
- Financial Purpose Code

Net Disbursement Transaction Date is shown

Net Disbursements when the "Project Total" line is highlighted (in FFR, exclude disbursements that occur after end of reporting period)

Federal Financial Report (FFR)

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FFR – Summary Tab

- **Click on "Work in Progress" to save any changes you made without submitting the report.**

- **Click on "Submit Report" when the report is complete and ready for submission**

- **Complete this section if charging indirect costs to the grant.**

- **Before charging indirect costs to a grant, the Grantee must submit an indirect cost allocation plan for FTA's review and approval.**

This field shows the status of the Grantee's submission of the Milestone Progress (MS/P) Report and the Federal Financial Report (FFR).

FFR – Financial Status Tab

This section is all about "Cash".
Enter "Cumulative" amount received from grant award date to the end of the <u>reporting period</u> in Lines B and C.

This section is all about "Expenditures and Obligations".
Enter either "This Period" <u>or</u> "Cumulative" financial data in Lines F and G. Only "Cumulative" data can be entered in Lines I and J .

This section is all about "Program Income".
Enter Program Income information in Lines P, Q, R, and T if the grant funded project generated any Program Income.

FFR – Financial Status – Line A

Federal Cash on Hand at Beginning of Period

- Enter a cumulative value of Federal disbursements received from the grant award date to the end of the reporting period.

- Line A is the Federal cash on hand, if any, at the beginning of the reporting period.

- Usually, Line A is zero.

FFR − Financial Status − Line B

Federal Cash Receipts

- Enter cumulative amount received from grant award date through the end of the reporting period.

- This must equal what is shown as grant disbursements in the "Project Funds∕Status" section in TEAM.

- Be sure to exclude any disbursements made after the end of reporting period.

- Report this amount on a <u>cash</u> basis.

FFR – Financial Status – Line C

Federal Cash Disbursements

- Enter a cumulative value.

- Line C is the amount of Federal funds that have been paid for eligible expenses on this grant by the end of the reporting period. Typically, this amount should be equal to Line B and Line F. If not, the Grantee will need to provide an explanation in the "Remarks and Certification" tab.

- Report this amount on a cash basis.

FFR – Financial Status – Line D

Federal Cash on Hand at End of Period

- TEAM populates this field.

- D = A + B – C

- If D is greater than 0, it may be an indication that Federal funds were drawn down prematurely. If this is the case, the Grantee is required to provide an explanation from the Grantee in the "Remarks and Certification" Tab for the excess cash.

FFR – Financial Status – Line E

<u>Total Federal Funds Authorized</u>

- TEAM populates this field.

- This is the total amount of federal funds awarded in the initial grants plus all subsequent grant amendments, if applicable.

FFR − Financial Status − Line F

Federal Share of Expenditures

- Of the total project costs, enter the amount FTA will participate.

- The Grantee should enter <u>either</u> in "This Period" <u>or</u> the "Cumulative" column; Not both!

- Expenditures are total project costs (less any rebates, refunds, or other credits) incurred on the accrual basis of accounting.

Examples of expenditures include:
(1) Sum of cash disbursements for direct charges for property and services;
(2) Amount of indirect expense incurred;
(3) Amount of in-kind contributions; and
(4) Net increase or decrease in Accounts Payable or Accrued Expenses.

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FFR − Financial Status − Line G

Recipient Share of Expenditures

- Of the total project costs, enter the amount the Grantee will pay.

- The Grantee should enter either in "This Period" or the "Cumulative" column; Not both!

- Expenditures are total project costs (less any rebates, refunds, or other credits) incurred on the accrual basis of accounting.

Examples of expenditures include:
(1) Sum of cash disbursements for direct charges for property and services;
(2) Amount of indirect expense incurred;
(3) Amount of in-kind contributions; and
(4) Net increase or decrease in Accounts Payable or Accrued Expenses.

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FFR − Financial Status − Line H

Total Expenditures

- TEAM populates this field.

- This value is equal to the sum of Federal Share of Expenditures (Line F) + Recipient Share of Expenditures (Line G).

FFR – Financial Status – Line I

Federal Share of Unliquidated Obligations

- Enter Federal portion of unliquidated obligations, which are binding commitments made for goods and services not yet received; for example, an executed bus procurement contract where the buses have not yet been delivered.

- Report this amount on the accrual basis of accounting.

- This line should be zero if this is the Final FFR for this grant.

FFR − Financial Status − Line J

Recipient Share of Unliquidated Obligations

- Enter the Grantee's share of unliquidated obligations (binding commitments made for goods and services not yet received).

FFR − Financial Status − Line K

Total Unliquidated Obligations

- This is the total of the Grantee's binding commitments entered into for goods and services not yet received.

- TEAM populates this field.

- This amount is equal to the sum of "Federal Share of Unliquidated Obligations" (Line I) and "Recipient Share of Unliquidated Obligations" (Line J).

FFR − Financial Status − Line L

Total Federal Share

- TEAM populates this field.

- This amount is equal to the sum of "Federal Share of Expenditures" (Line F) and "Federal Share of Unliquidated Obligations" (Line I).

FFR − Financial Status − Line M

Unobligated Balance of Federal Funds

- TEAM populates this field.

- This amount is equal to the difference between "Total Funds Authorized" (Line E) and "Total Federal Share" (Line L).

- The "Unobligated Balance of Federal Funds" is the Federal share of the grant that the Grantee has not committed by entering into a binding commitment.

FFR – Financial Status – Line N

Total Recipient Share Required

- TEAM populates this field.

- This amount is the total required recipient share for the grant funds awarded, including initial grant and all subsequent amendments.

- The "Total Recipient Share Required" should include all matching and cost sharing provided by recipients and third-party providers to match required the Federal funds.

FFR − Financial Status − Line O

Remaining Recipient Share to be Provided

- TEAM populates this field.

FFR — Financial Status — Line P

Federal Program Income on Hand at Beginning of Reporting Period

- Enter any unspent Federal Program Income on hand at the beginning of the grant.

- Usually, this line is zero.

FFR − Financial Status − Line Q

Total Federal Program Income Earned

- Enter Federal program income earned by end of the reporting period.
- Program income is gross income received by the Grantee or sub-recipient directly generated by a grant supported activity, or earned as a result of the grant agreement during the reporting period.

Examples of Program Income:
1. Fees for services performed
2. Use or rental of real or personal property acquired with grant funds
3. Sale of advertising and concessions
4. Sale of commodities or items fabricated under a grant agreement

FFR − Financial Status − Line Q

(continued)

Fare Box Revenue

- Farebox revenue is not counted as program income.

- If charging operating expenses to a grant, fare box revenue must be deducted from the eligible expenses to calculate the net eligible expenses that can be charged to the grant.

FFR − Financial Status − Line R

Federal Program Income Expended in Accordance with the Deduction Alternative

- Enter the amount of program income used to reduce the Federal share of the total project cost.

- Usually, this line is zero.

> Only used if the grantee does not exercise the provisions of the Common Rule @ 49 CFR part 18.25(g)(5) -"UMTA grantees may retain program income for allowable capital or operating expenses"

FFR − Financial Status − Line S

<u>Federal Program Income Expended in Accordance with the Addition Alternative</u>

- FTA does not allow this method.

- This field should <u>always</u> be zero.

FFR − Financial Status − Line T

<u>Federal Program Income Expended on Allowable Transit Capital and Operating Expenses</u>

- Enter earned Federal program income that the Grantee can spend on transit capital and operating expenses per Common Rule <u>(49 CFR part 18.25(g)(5))</u>.

FFR − Financial Status − Line U

<u>Unexpended Federal Program Income</u>

- TEAM populates this field.

FFR – Remarks and Certification Tab

The "paperclip" icon is a useful tool that allows the Grantee to attach a separate document in TEAM in case the FFR information is lengthy.

The "Recipient Remarks" section allows the Grantee to provide comments, explanations or information for FTA.

The name of the TEAM user and the date of the last data entry (report submission) is automatically populated.

"FTA Remarks" section allows the FTA reviewer to provide comments.

Milestone/Progress Report (MPR)

Milestone Status – Summary Tab

Always click on "Work in Progress" before exiting this tab to save your work!

Select the reporting period to update (or to view).

IMPORTANT:
Select "FY…. 4th Quarter" if you are preparing an ANNUAL report.

This would be "No" unless you are preparing the final report for grant close-out.

The Grantee enters status overview here, with the most recent reporting period first (on top). If this gets too lengthy, you may attach the narrative in a Word document using the "paperclip" icon located at the top of this screen.

Milestones Status − Common Issues

Completion Dates are not current!

Missing or Outdated Detail

Milestone Progress Narrative is Missing

Milestones Status Tab

3rd Party Contractor Code dropdown list displays contractors list for rolling stock purchases

If you selected Rolling Stock vehicle purchases, you must enter a contractor code for those Milestones.

Click on the Milestone and select a contractor from the 3rd Party Contractor Code dropdown list

Click OK to save your Milestone Progress Report

Milestone/Progress Report - Content

Per [FTA Circular 5010.1D, Chapter III](#),
Milestone/Progress (MS/P) Reports must include:

1. Current status of each open ALI within the active/executed grant.

2. A narrative description of projects, status, problems in implementation.

3. Revised estimated completion dates when original estimated completion dates are not met.

4. Explanation of why scheduled milestones or completion dates were not met.

Milestone/Progress Report - Content

(continued)

5. Actual Milestones Completion Dates.

6. Revised Estimated Completion Dates with:

   - Explain WHY

   - Identify WHAT are problem areas

   - Narrate HOW the problems will be solved

Milestone/Progress Report – Content

(continued)

7. Analysis of significant project cost variances using quantitative measures. For example,

- Hours worked

- Sections completed

- Units delivered

- Discussion of completion and acceptance of equipment

- Construction or other work, with incurred costs and cost to complete the project

Milestone/Progress Report – Content

(continued)

8. Outstanding claims **over** $100,000, and all claims settled with a brief description, estimated costs and the reasons for the claims.

9. Description of all potential and executed change orders **over** $100,000, pending or settled.

Milestone/Progress Report - Content

(continued)

10. List of all real property acquisition actions including

- just compensation

- property(s) under litigation

- administrative settlements

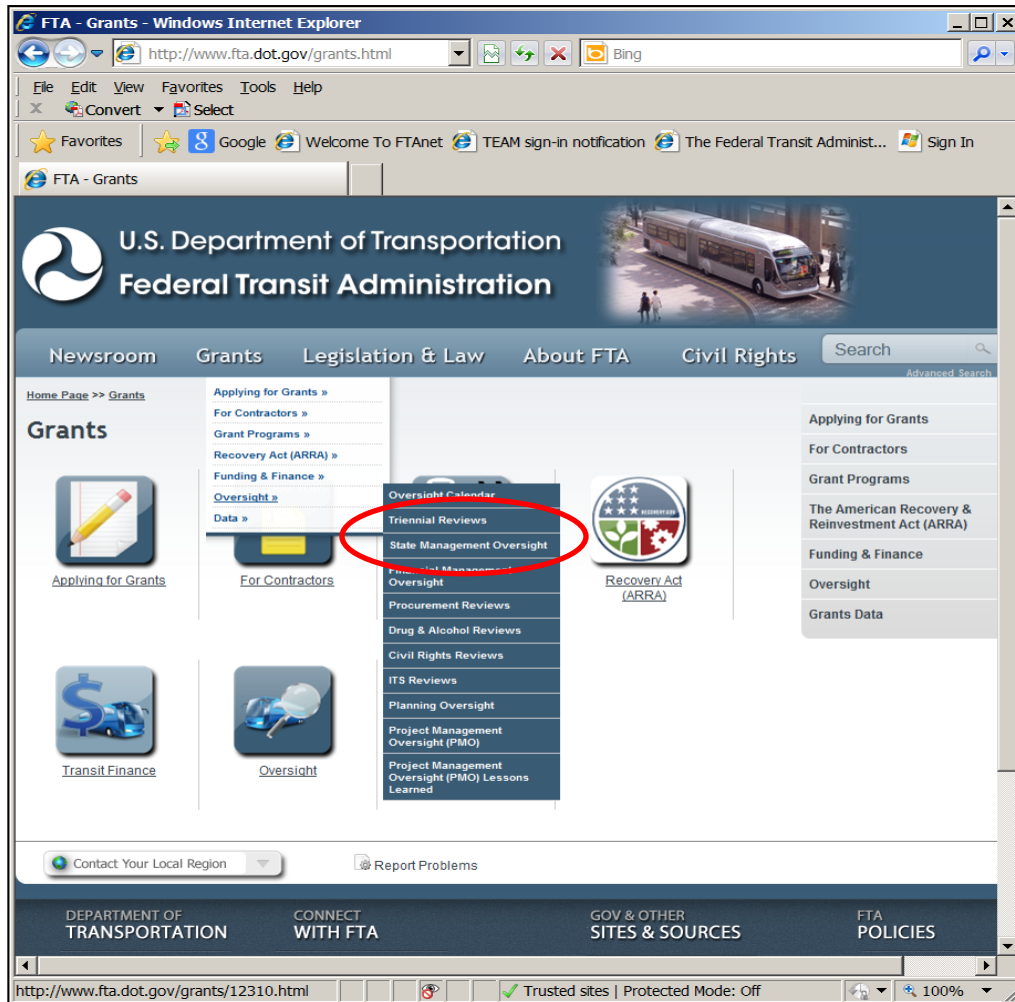- condemnation for each parcel during the reporting period

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RESOURCES

- **FTA Circular 5010.1D** – Grant Management Requirements

RESOURCES FOR A TEAM Grant

Information contained in the Triennial Reviews and State Management Reviews tabs also offer helpful grant management guidelines.
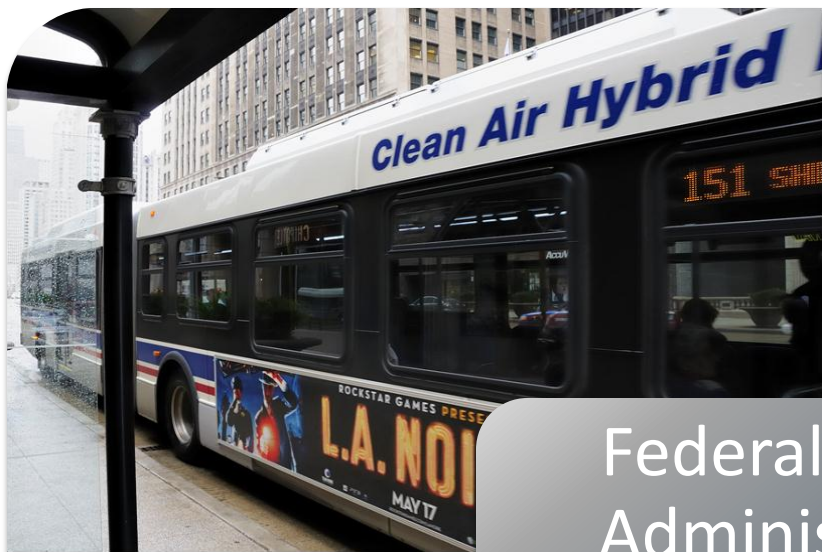
Federal Transit Administration

www.fta.dot.gov

QUESTIONS? COMMENTS? PROBLEMS?

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or

the FTA contact person for your organization